

FOLK & TRADITIONAL ARTS MINI-GRANT

D.C. COMMISSION ON THE ARTS & HUMANITIES



DEADLINES

- § Wednesday, August 23, 2006
- § Wednesday, January 24, 2007
- § Wednesday, April 11, 2007

All applications must be received at the Commission office by **7pm** on the deadline date.

APPLICATION GUIDELINES FOR INDIVIDUALS AND ORGANIZATIONS FY 2007

FOLK & TRADITIONAL ARTS MINI-GRANT WORKSHOPS

Assistance in preparing applications is available through workshops held on:

- § Wednesday, August 9, 2006, 6:00-7:30 p.m.
- § Wednesday, January 10, 2007, 6:00-7:30 p.m.
- § Wednesday, March 28, 2007, 6:00-7:30 p.m.

All FTA Workshops are held at the D.C. Commission on the Arts and Humanities' office at 410 8th Street, NW, Fifth Floor, Washington, D.C. Reservations are not required.

The Commission strongly encourages that all 1st time applicants attend a workshop prior to submitting a proposal.

ABOUT THE COMMISSION

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

Staff Contact:
Tania Tam
tania.tam@dc.gov

ABOUT THE FOLK & TRADITIONAL ARTS MINI-GRANT PROGRAM

The Folk & Traditional Arts Mini Grant offers quick response small-scaled grants ranging from \$500 to \$1000 to individuals and organizations practicing or supporting folk traditions. The Folk Arts Program supports projects that are developed in close consultation and collaboration with the communities whose traditions are to be presented. Individuals and organizations are encouraged to use folklorists, ethnomusicologists or other specialists for documentation, program development, interpretation, and program production. Projects supported by the Folk Arts Program are strengthened when they include interpretive components designed to aid audiences in appreciating a tradition's meaning, artistic significance, and its social, cultural and historical contexts.

D.C. Commission on the
Arts & Humanities
410 8th Street, NW, 5th Floor
Washington, DC 20004
(202) 724-5613
(202) 724-4135 FAX
(202) 724-3148 TDD
<http://dcarts.dc.gov>

Anthony Gittens
Executive Director



Government of the District
of Columbia
Anthony A. Williams, Mayor



ACCESSIBILITY SERVICES

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

Proveemos asistencia en ESPAÑOL con previo aviso.

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

MORE ABOUT THE FOLK & TRADITIONAL ARTS PROGRAM

Folk Arts are traditional cultural expressions through which a group maintains and passes on its shared way of life. Folk Arts are usually learned informally through performance, by example, or in oral traditions among families, friends, neighbors and co-workers rather than through formal education. Never static, folk arts change, as they are adapted to new circumstances while they maintain their traditional qualities. Traditional folk arts are practiced by different ethnic, regional, familial, occupational, and religious groups, as well as by other kinds of communities with a common identity. They include: performing traditions in music, dance, and drama; traditional storytelling and other verbal arts; festivals; traditional crafts, visual arts, architecture, the adornment and transformation of the built environment, and other kinds of material folk culture; and oral histories that focus on shared traditions within a community.

ELIGIBILITY

Individual artists must be residents of the District of Columbia and arts organizations must maintain their principal place of business in Washington, D.C. at least one year prior to the application date and for the entire grant period. **Incomplete applications will not be forwarded to the panel for review.**

ACCESS AND EQUAL OPPORTUNITY

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin, Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

GRANT AMOUNTS/NOTIFICATION

Projects may be awarded between \$500 and \$1,000. There is no matching fund requirement. Applicants are notified in writing regarding the status of their application approximately eight weeks after the application deadline. The Commission reserves the right to rescind all grant awards for non-compliance with grant guidelines, policies and regulations. Funds must be spent within fiscal year 2007, which ends on September 30, 2007. Upon completion of the grant period or by October 15, 2007, applicants will be required to submit a one-page narrative report of project activities, along with any support materials resulting from the project grant.

EVALUATION CRITERIA

The FTA program is subject to the availability of funds. Applications are reviewed on the basis of artistic merit, followed by community impact, appropriateness and feasibility of the request. In addition, applicants will be evaluated on the following criteria:

- Mastery of traditions by folk artists and the quality of their work
- Involvement of qualified personnel to provide cultural expertise and technical skills
- Collaboration with, and support by, communities whose traditions are represented in a project
- Effectiveness of audience development plans (to aid audiences in appreciating a tradition's meaning, artistic significance, and social, cultural, and historical contents)
- Plans for placing materials collected for documentation purposes in a locally accessible archive
- The protection of the rights of folk artists and the assurance of adequate compensation

Further details on the evaluation criteria can be found in the 2007 Guide to Grants Booklet, available on the Commission website, www.dcarts.dc.gov.

SPECIFIC SUBMISSION REQUIREMENTS BY DISCIPLINE

In addition to the requirements listed on the application forms, all applicants are required to submit artistic work samples up to two years old for the evaluation of artistic merit. If applicant has conducted similar projects in the past two years, it is recommended, if applicable, to include samples of participants' works (for example, samples of artwork created by participants of a visual arts workshop).

- § **VISUAL ARTS AND CRAFTS:** Individuals submit 10 slides or digital images in slide show format of at least five different works. Organizations submit 20 slides or digital images in slide show format of different works. Include 5 copies of a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work.
- § **DANCE:** Up to two videotapes of performances.
- § **INTERDISCIPLINARY/PERFORMANCE ART:** (Individuals only) Up to 10 slides with 5 copies of a slide identification sheet, or up to two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work.
- § **LITERATURE:** 5 copies of five works. If submitting excerpts, provide synopsis.
- § **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 5 copies of a one-page treatment of each work.
- § **MULTIDISCIPLINARY:** Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- § **MUSIC:** Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.
- § **THEATER:** Individuals submit samples that could include videotape of contrasting monologues, up to 10 slides of productions with 5 copies of slide identification sheet, audio tape of sound design, or 5 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 5 copies of a play and a one-page synopsis. Organizations submit 5 copies of up to four representational programs or playbills.

See page 14 of the Guide to Grants (available on the Commission website) for additional information on submitting work samples

FOR MORE INFORMATION

Tania Tam is the Folk & Traditional Arts Consultant at the DC Commission on the Arts & Humanities. She can be contacted at (202) 724-5613 or tania.tam@dc.gov. **We encourage all applicants to contact the Commission before you submit your application so we can review your budget and project narrative.**

FTA
2007

FOLK & TRADITIONAL ARTS MINI-GRANT PROGRAM

Application form for **INDIVIDUALS**

APPLICATION DEADLINES:
Wednesday, August 23, 2006
Wednesday, January 24, 2007
Wednesday, April 11, 2007
7:00 p.m.

SUBMIT: ONE ORIGINAL PACKET (the signed application form and its attachments) and **5 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **PLEASE TYPE.**
THIS IS PAGE ONE OF YOUR APPLICATION PACKET

To complete the following required information, please refer to codes in the Guide to Grants (pages 10-13):

Applicant Legal Status: _____	Applicant Institution Type: _____	Applicant Discipline: _____
Project Discipline: _____	Artist Type: _____	Type of Activity: _____
(use descriptor from pg. 12)		

The Guide to Grants may be found online at <http://dcarts.dc.gov>

Applicant's Legal Name: _____

Applicant's Professional Name: _____
(if different than legal name)

Address #1: _____
(P.O. Box Not Accepted)

Address #2: _____

(Include S.S. # on your W-9
form – REQUIRED)

Washington, DC Zip Code: _____

Ward #: _____

Telephone/day: _____ Telephone/eve: _____ Fax: _____

Email: _____ Website: _____

PROJECT SUMMARY: (up to 30 words, use the space provided, do not photo reduce)

Project is located in Ward(s): _____

Project Budget: \$ _____

Amount Requested: \$ _____

Number of artists participating: _____

Number of individuals benefiting (including audience): _____

Work sample submitted (i.e., 10 slides, 1 videotape): _____

PLEASE ATTACH THE ITEMS ON THE FTA CHECKLIST TO THE APPLICATION FORM

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your completed checklist with the application.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE _____ DATE _____

FTA
2007

**FOLK & TRADITIONAL ARTS
MINI-GRANT PROGRAM**

Application form for **ORGANIZATIONS**

APPLICATION DEADLINE:
Wednesday, August 23, 2006
Wednesday, January 24, 2007
Wednesday, April 11, 2007
7:00 p.m.

SUBMIT: ONE ORIGINAL PACKET (the signed application form and its attachments) and **5 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **PLEASE TYPE.**

To complete the following required information, please refer to codes in the Guide to Grants (pages 10-13):

Applicant Legal Status: _____ Applicant Institution Type: _____ Applicant Discipline: _____

Project Discipline: _____ Artist Type: _____ Type of Activity: _____

(use descriptor from pg. 12)

The Guide to Grants may be found online at <http://dcarts.dc.gov>

(Include EIN or S.S. #
on your W-9 form –
REQUIRED)

Organization's Legal Name: _____

Address #1: _____

(P.O. Box Not Accepted)

Address #2: _____

Washington, DC Zip Code: _____ Organization Ward #: _____

Organization Contact: _____ Contact Title: _____

Telephone: _____ Fax: _____ Email: _____

Project Director: _____ Project Director Title: _____

Project Telephone: _____ Email: _____

Website/URL: _____

Date	Date	2005	2005
Founded	Incorporated	Expenses	Income

PROJECT SUMMARY: (up to 30 words, use the space provided, do not photo reduce)

Project is located in Ward(s): _____

Project Budget: \$ _____

Amount Requested: \$ _____

Number of artists participating: _____

Number of individuals benefiting (including audience): _____

Work sample submitted (i.e., 10 slides, 1 videotape): _____

PLEASE ATTACH THE ITEMS ON THE FTA CHECKLIST TO THE APPLICATION FORM

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your checklist with the application

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE _____ DATE _____

APPLICATION CHECKLIST

(FOR INDIVIDUALS & ORGANIZATIONS)

Applicant Name: _____

PLEASE PROVIDE 1 ORIGINAL AND 5 COPIES OF THE APPLICATION PACKET.

INCLUDE A COMPLETED COPY OF THE CHECKLIST TO EACH APPLICATION PACKET.

THIS IS PAGE TWO OF YOUR APPLICATION PACKET

For detailed instructions, see pages 9-15 of the Guide to Grants (which can be found on the Commission website)

REQUIRED Information for Letter of Request (should not exceed 3 pages):

q	What is the purpose of the grant you are requesting? Describe the proposed project in specific details.
q	How will the grant benefit your work, the community/group/section of the city from which the tradition is drawn, and/or folk and traditional arts in D.C.?
q	When will the project occur (list specific beginning and ending dates)? How long will anticipated project activities occur? Provide a schedule of planned activities.
q	How will the mini-grant funds specifically be spent (i.e. participant transportation or honoraria)? Will the mini-grant fund the entire project or only a portion of the project? Please note that the grant can not be spent on food or refreshments (unless the request is for a traditional ethnic food preparation demonstration)
q	List any other funds you have that will be applied to the project (the Mini-Grant is limited to \$500-\$1,000 per application).
q	Are there other organizations involved in this project? List their financial commitment as well as their involvement.
q	If you are requesting a concert or performance support, will the event be free or is it a paid event (if so, are there reduced price tickets and for which group—seniors, school groups, etc.)? If there is an admission fee, what is the fee and the reduced fee? Will the event be open to the public or for a specific group? How many performances will be offered? Will contextualization of tradition occur?
q	If you are requesting funds for a trip or conference outside of D.C., how will this funding benefit the D.C. community?
q	How will you publicize your activity and are there plans to share the results with others? Who is the target audience for your project?
q	Background information and relevant experiences of applicant and project participants (including any lecturers, etc.) This can be submitted in the form of a vitae, resume, or brief biographical paragraph.
q	Work Sample Description: A brief description of the work sample submitted (slide identification sheet, treatment, synopsis, etc.)

ALSO, PLEASE PROVIDE ONE COPY OF THE FOLLOWING ITEMS ATTACHED TO THE SIGNED, ORIGINAL PACKET

- q Work sample, as defined on page 3
- q A self-addressed stamped envelope with proper postage for return of work sample, if desired
- q A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website
- q Optional Survey

OPTIONAL GRANTEE INFORMATION

The D.C. Commission on the Arts and Humanities is requesting the following demographic data to comply with the agency's annual reporting as requested by the National Endowment for the Arts from all state arts agencies.

The information provided will in no way impact on any decision (funding or otherwise) regarding your project, organization, or proposal.

This form is optional, and the D.C. Commission on the Arts and Humanities respects the rights of any and all individuals who elect not to provide this additional requested material.

Project Descriptors

Project Descriptors: Check off one or more of the following "descriptors" if it applies to a significant portion (50% or more) of the grant activities. Leave blank if none apply.

- ☐ Accessibility
- ☐ International
- ☐ Presenting/Touring
- ☐ Technology
- ☐ Youth at Risk

Arts Education: Please indicate the extent of Arts Education activities (if any) accomplished by this project. Leave boxes blank if none apply.

Less than 50% of project activities are arts education directed to:		50% or more of project activities are arts education directed to:	
A. K-12	..	A. K-12	..
B. Higher Education	..	B. Higher Education	..
C. Pre-kindergarten	..	C. Pre-kindergarten	..
D. Adult learners	..	D. Adult learners	..

Racial Characteristics: Using the chart below, check the ONE box that best represents 50% or more of the racial make-up of your organization's staff, board, general programs and audience.

	Staff	Board	Audience	General Programs
Asian
Black/African American
Hispanic/Latino
American Indian/Alaska Native
Native Hawaiian/Pacific Islander
White
No single group